

Instructions for Completing Recertification

1. Once you are logged in select 'Complete Recertification' and please verify that the contact information listed is current.
2. Use the "Edit" buttons to change any information that is incorrect.
3. Click "Verify/Submit" (which is the second to last tab on the left side of the page in blue). Then click the "Verify/Submit Application" link below the certification type you are working on.
4. Then you will see the "Validation Summary" screen. This will show you which sections of the application are incomplete. **Please return to any sections indicated on this page that are missing information and complete the section.**
5. After you have completed all sections, repeat steps 2-3 and then click "Submit Certification" at the bottom of the validation summary page. This will take you to the "Certification Affidavit", where you should read the information and click "Accept".
6. Once the above steps are completed, ***you must submit the required recertification documents.***
 - a. **For WBE**, upload the following: Past 3 years business tax returns, most current business financials (Profit/Loss Statement and Balance Sheet), and a check for the recertification fee of \$150 made payable to the Department of Administration and sent to Attn: WBE Certification, PO Box 7970, Madison, WI 53707.
 - b. **For MBE**, upload the following: 2013 business tax returns, most current business financials (Profit/Loss Statement and Balance Sheet), and other information indicated in the Recertification reminder email.
 - c. **For DVB**, upload the following: Most current business financials (Profit/Loss Statement and Balance Sheet), 2013 tax returns and a check for the recertification fee of \$150 made payable to the Department of Administration and sent to Attn: DVB Certification, PO Box 7970, Madison, WI 53707.
7. **This will complete the submission of your recertification application.**